



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

SENIOR EXECUTIVE SERVICE

ISSUE DATE: September 22, 2006
CLOSING DATE: October 19, 2006

ANNOUNCEMENT NUMBER
OMB-06-65-VM

Title, Series & Grade:
**Chief, Information Policy and
Technology Branch
ES-301
(\$109,808 - \$165,200)**

Vacancy Location:
**Office of Management and Budget
Office of Information and Regulatory Affairs
Washington, DC 20503**

AREA OF CONSIDERATION: All qualified persons. This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected.

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262.

DUTIES: Serves as Chief, Information Policy and Technology Branch. Under the general direction of the Administrator and Deputy Administrator of the Office of Information and Regulatory Affairs (OIRA) and the Administrator of the Office of Electronic Government and Information Technology (E-Gov and IT), the incumbent develops and directs a comprehensive program to improve the performance of Federal missions and the quality of public access to information and services by promoting sound Federal and national information and information technology policies and practices. Specifically, the incumbent:

Directs, in coordination with OMB's Resource Management Offices and other OMB and Executive Office of the President officials, the evaluation of agency proposals and practices in the areas of information technology capital investment, information security, information collection and dissemination, privacy, and records management.

Supports leadership of OMB's oversight of Federal agency efforts to address the use of electronic government and enterprise architectures practices in coordination with both public and private entities.

Fosters high quality OMB coordination with and use of the Chief Information Officers Council and other relevant interagency groups.

Oversees staff who comprise a center of excellence and expertise within OMB on information policy and technology issues providing sound and objective advice and perspective on legislative and policy proposals.

Implements relevant provisions and monitors the effectiveness of the Paperwork Reduction Act, the Information Technology Management Reform Act (Clinger- Cohen Act), the Government Paperwork Elimination Act, the Electronic Government Act, the Privacy Act, the Federal Information Security Management Act (FISMA), the Freedom of Information Act, Executive Order 13011, and other directives and memoranda.

Serves as the principal advisor to the Administrators of both the Office of E-Gov and IT and OIRA on policy aspects of information and information technology management.

Manages, maintains, and develops a staff of professional, support, and temporary agency personnel.

Represents the Administration's views on information policy and e-government to Congressional, state and local, academic, and private sector groups.

QUALIFICATIONS REQUIREMENTS: You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one and a half page per factor. For further information and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: www.opm.gov/ses/html/sesguide.htm.

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Expert knowledge of and experience with Federal information and information technology policy and practices.
2. Broad knowledge and understanding of emerging information and communications technology trends and the effects on those technologies on policies, programs, and organizational performance.
3. Superior analytical ability, objectivity, and understanding, with demonstrated ability to resolve important, complex, and difficult management problems.
4. Superior negotiation and communication skills with respect to information policy and technology issues.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECOs): In addition to the Mandatory Technical Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

Note: If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCO) of your eligibility for appointment to the SES.

1. **Leading Change** -- This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** -- This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** -- This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** -- This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** -- This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

EVALUATION METHOD: The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE. Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C. 1719.

HOW TO APPLY:

THERE ARE 2 OPTIONS FOR APPLYING (If applicable these documents are required.)

FAX to 202-395-1262/1194 the following:

- (1) An Optional Application for Federal Employment (OF-612); or a resume; or the SF-171, Application for Federal Employment; or other written application, ensuring that all required information shown in Applying for a Federal Job, OF-510 <http://www.opm.gov/forms/pdfimage/of0510.pdf>, is included in your application;
- (2) Your latest SF-50, Notification of Personnel Action, and Performance Appraisal if you are a current or former Federal employee;
- (3) On a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Mandatory Technical/Professional Qualifications (all applicants) and Executive Core Qualifications (non-SES eligibles);

ELECTRONIC SUBMISSION OF YOUR RESUME:

You may submit your resume from the USAJOBS web site on the Internet. After reviewing the full text of this announcement, click on the 'Submit Resume on-line' shown on this page. Create or edit your resume. Please be sure to use the space entitled "Supplemental Information" to add and/or fax any additional information specified in this announcement, as stated above.

When you have finished and select 'Send', your resume will be sent to our component. Electronic Resumes can only be sent using the special icon in our announcement. To apply on-line, you must prepare your resume and SEND it before midnight Eastern Time of the closing date.

After you complete and send the OPM online resume, you will receive a web page message stating that your resume (for the specified announcement number) was sent to our component. This message serves as a confirmation of your mailing. If you do not receive this statement your resume was not successfully transmitted and you should try again. You may wish to fax a copy of this confirmation message with any materials that must be faxed in order to complete the application.

If you omit any of the required information specified in Optional Form 510, applying for a Federal job, your application will be rated INELIGIBLE. To view a copy of OF-510 on-line, please go to www.opm.gov; click on the following: "Quick Index"; then "Forms"; then "Optional Forms"; and again on "OF-510".

Users of the Telecommunications Device for the Deaf (TDD) may call: (202) 395-1160.

REASONABLE ACCOMMODATIONS: This component provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

EEO STATEMENT: Applications will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical disability. Disabled applicants, disabled veterans, or any other applicants eligible for noncompetitive appointment under special appointing authorities not requiring competitive status are eligible to apply regardless of the area of consideration and should clearly specify their special eligibility on their application.

SECURITY CLEARANCE: This position requires the selectee to obtain and maintain a security clearance. This means that a full field background investigation will be conducted including appropriate credit checks. Any offer made is considered a tentative job offer pending the outcome of pre-employment interviews and any additional information obtained prior to the initiation of a full background investigation. This component has the right to rescind the tentative offer at any time before the actual starting date of employment based on any negative information that may be found during a preliminary security and/or credit check. Applicants selected for employment must be 18 years of age as of the date of appointment.

DRUG TESTING: The applicant tentatively selected for this position will be required to submit to urinalysis screening for illegal drug use prior to appointment. After appointment, the employee will be included in the component's random drug testing program.

CITIZENSHIP: Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

SELECTIVE SERVICE: Male applicants born after December 31, 1959 must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service Law.

DIRECT DEPOSIT: As a condition of employment, candidates appointed, promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.